

APPLICATION CHECKLIST

FOR A ZONING VARIANCE REQUEST

§ 32.02.003 of the [City of Bee Cave Code](#) describes the Variance process to the Zoning Chapter

- Summary letter that identifies the section of Code from which are you requesting a variance, describes the basic components of the request, and **separately addresses each of the following items** or the application will be returned as incomplete.
 - The special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive you of the reasonable use of your land;
 - How the variance is necessary for the preservation and enjoyment of a substantial property right;
 - How the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property within the area; and
 - Why the variance would not prevent the orderly use of other land within the area.
- Applicant and Property Owner Contact Information
- Basic Project Information
 - Name of Project
 - Job Address/Location
 - Legal Description of Project
- Site plan that provides a visual description of the circumstances R
- Relevant supporting documents or research

